

First Christian Church Firehouse

53 W. Main St.

Peru, IN 46970

(765) 473-3105 iwatson@fccperu.org

RENTAL AGREEMENT FOR FIREHOUSE FACILITIES DETAILS REGARDING THE EVENT

Contact Name: _____

Group Representing: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell: _____

Email: _____

Description of Event: _____

Date(s) of Event: _____ from(time) _____ until _____

_____ from _____ until _____

Number of people attending _____ Age Group (if applicable) _____

RENTAL FEES:

() Attendance of 1-40 People Bay Area \$100
(4 hours)

() Kitchen Use (stove, oven, etc.) (Supervised by
Facility Use Team only) \$10 per hour

() Attendance of 41-99 People Bay Area \$150
(4 hours)

() Extra Set-up time \$10 per hour

() Attendance of 100+ People Bay Area \$200
(4 hours)

() Extra Tear down time \$10 per hour

() Attendance of 1-30 People Fireside Room \$50
(4 hours)

() Set-up and tear down (by First Christian Church)
1-40 people \$20

() Additional Time (Bay)-\$50 per hour

() Set- up and tear down (by First Christian Church)
41-99 People \$30

() Additional Time (Fireside) \$25 per hour

() Set-up and tear down (by First Christian Church)
100+ People \$50

() A/V (operated by Facility Use Team only) \$10
per hour

Amount Paid: _____ Cash _____ Check _____ Debit/Credit _____

FACILITY USE AGREEMENT:

- First Christian Church reserves the right to refuse rental of building to organizations and persons who are not in sympathy with First Christian Church principles and values.
- All decorations, staging, and equipment must be broken down and removed immediately following the event.

TERMS AND CONDITIONS:

- NO ALCHOLIC BEVERAGES or SMOKING on church property at any time.
- Any damages or replacement costs due to food or beverage will be the responsibility of the renter.
- The kitchen and area being rented is to be left clean- all garbage and recyclables are to be removed from the building immediately after any function and placed in the dumpster directly behind the building.
- The renter is responsible for set-up and break-down for all tables and chairs used at functions. All furniture shall be placed back in its original position unless prior arrangements have been made.
- Any personal or group property left on the Firehouse premises shall be at your own risk and only with prior permission from the Facilities Use Committee.
- All areas of the facility should be left as it was found (kitchen, bathrooms, classrooms, etc).
- First Christian Church maintains the right to cancel, modify this agreement if First Christian Church develops a need to use the Firehouse for our services. (Example; our sanctuary becomes unavailable i.e. loss of heat or AC, damage due to unforeseen circumstances, or an event that needs to be held at the Firehouse by First Christian Church).
- At the conclusion of the event, the rental party must sign a completed clean-up check list.

DAMAGE ASSESSMENT:

Damage to the church property caused by the renter, any contractor, or any employee of the renter, or any person attending the event for which the Firehouse was rented, will be charged to the renter.

We have read and agree to abide by the terms and conditions of this agreement including any supplementary agreement(s) attached hereto: to keep and maintain the church property and good name in the condition as found, to maintain the security of the premises and all equipment, furniture, fixtures, and valuables, allowing no unauthorized person(s) to enter or use church property and to remove any church property and to remove any property brought into the church when the rental period is over.

Any infraction of this agreement may result in denial of further use of the Firehouse premises, and/or cancellation of this contract.

Approved by First Christian Church, Peru, Indiana:

Applicant: _____ Date: _____

Firehouse Manager/Pastor/Office Manager: _____ Date: _____